

# **DRAFT**

## EXHIBIT A REQUIREMENTS

HIDALGO COUNTY

REQUEST FOR PROPOSAL

**“RESTORATION AND PRESERVATION OF HIDALGO  
COUNTY CLERK’S HISTORICAL RECORD BOOKS”**

RFP NO: 2010-089-04-21-otm

HIDALGO COUNTY CLERK'S OFFICE

REQUEST FOR PROPOSAL

“RESTORATION AND PRESERVATION OF  
HIDALGO COUNTY CLERK'S HISTORICAL RECORD BOOKS”

RFP NO: 2010-089-04-21-otm

Overview:

The County of Hidalgo is seeking to engage services from firm(s) or vendor to provide “Restoration and Preservation of Hidalgo County Clerk's Historical Record Books”. The Hidalgo County Purchasing Department will receive sealed envelopes containing proposals for the provision of the said services as specified herein. Sealed proposals will be accepted until **9:30 A.M., Wednesday, April 21, 2010**. **ANY RFP RECEIVED AFTER THAT DATE AND TIME WILL NOT BE ACCEPTED AND WILL BE RETURNED UNOPENED.**

Deliver Submittal to:

RFP Number: 2010-089-04-21-OTM

US Postal Mail Address:

Martha L. Salazar, CPPB, Purchasing Agent  
Hidalgo County Purchasing Department  
Administration Building  
2812 S. Business Hwy 281  
Edinburg, Texas 78539

Physical Address:

Martha L. Salazar, CPPB, Purchasing Agent  
Hidalgo County Purchasing Department  
Administration Building  
2802 S. Business Hwy. 281  
Edinburg, Texas 78539

**The Submittal Envelope Must Show The RFP Number, Name And Opening Date.**

The following outlines the Request For Proposals:

**SECTION I -GENERAL TERMS AND CONDITIONS**

**ADDITIONAL INFORMATION:** Hidalgo County is requesting that request for proposals be routed to Martha L. Salazar, CPPB, Purchasing Agent, at:

US Postal Mail Address:

Martha L. Salazar, CPPB, Purchasing Agent  
Hidalgo County Purchasing Department  
Administration Building  
2812 S. Business Hwy 281  
Edinburg, Texas 78539

Physical Address:

Martha L. Salazar, CPPB, Purchasing Agent  
Hidalgo County Purchasing Department  
Administration Building  
2802 S. Business Hwy. 281  
Edinburg, Texas 78539

**WRITTEN QUESTIONS WILL BE ACCEPTED VIA FACSIMILE NO LATER THAN Wednesday, April 14, 2010, at 5:00 P.M. at (956) 292-7612 or e-mail to [olga.montero@co.hidalgo.tx.us](mailto:olga.montero@co.hidalgo.tx.us) . Responses will be sent to all applicants via facsimile by Friday, April 16, 2010. **TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.****

**DISCLOSURE OF CONFLICT OF INTEREST:**

Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor, person, consultant or contractor considering doing business with Hidalgo County (“the County”) to disclose in the Conflict of Interest Questionnaire (the “CIQ”) attached as **Exhibit D**, the vendor, person consultant or contractor’s affiliation or business relationship that might cause a conflict of interest with the County. By law, the CIQ must be filed with the Hidalgo County Clerk’s Office no later than the seventh business day after the date the person becomes aware of facts that require that statement to be filed. The disclosure requirement applies to a person or business who contract or seeks to contract with Hidalgo County for the sale or purchase of property, goods or service. Any purchase order or contract resulting from this process shall be considered null and void if the successful participant fails to comply with Texas Local Government Code Chapter 176. Vendors, consultants, contractors and others who desire to conduct business with Hidalgo County are encouraged to refer to Texas Local Government Code Chapter 176 for the details of this law. An offense under Texas Local Government Code Chapter 176 is a Class C Misdemeanor.

Please submit complete CIQ forms to the Hidalgo County Clerk’s Office locate at 100 N. Closner, Edinburg, Texas 78539-Hidalgo County Courthouse **COMPLETION AND SUBMISSION OF FORM CIQ IS THE SOLE RESPONSIBILITY OF THE PROSPECTIVE BIDDER.**

**PROPOSER’S AFFIDAVIT:**

Prior Contract award, respondents to this RFP must submit a signed Proposer’s Affidavit (attached herein in **Exhibit E**) certainly that the submission is (1) not the result of Collusion as described in the Proposer’s Affidavit or that the Respondent has not and will not attempt to lobby directly or indirectly as described in the Proposer’s Affidavit.

**NON-DISCRIMINATION:**

Submitters, during the performance of this contract, will not discriminate against any employee or applicant for employment because of race, religion, sex, national origin or disability except where religion, sex, national origin or disability is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor.

**PROCESSING TIME FOR PAYMENT:**

Submitters are advised that a minimum of thirty (30) days is required to process invoices for payment.

**ELECTRONIC TRANSMISSION OF BIDS:**

Hidalgo County's Purchasing Department will not accept telegraphic or electronically transmitted submissions.

**PROOF OF FINANCIAL AND BUSINESS CAPABILITY:**

Submitters must, upon request, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these requirements. Hidalgo County will make the final determination as to the submitter's ability.

**SUBMITTER DEFAULT:**

Hidalgo County reserves the right, in case of submitter default, to procure the articles or services from other sources and hold the defaulting submitter responsible for any excess costs occasioned thereby.

**RESTRICTIVE OR AMBIGUOUS REQUIREMENTS:**

It is the responsibility of the submitter to review the Request for Proposal (RFP) packet and to notify the Purchasing Department if the requirements are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the requirements or proposers procedures must be received in the Purchasing Department not less than seventy-two hours prior to the time set for the opening. These criteria also apply to requirements that are ambiguous.

**HAND DELIVERED PROPOSALS:**

Hidalgo County requires submitters, when hand delivering proposals, to make sure that it is stamped with date and time by the County Purchasing Staff.

**SIGNING OF PROPOSALS:**

In order to be considered all submittals **must** be signed. **Please sign the original in blue ink.**

**WAIVING OF INFORMALITIES:**

Hidalgo County reserves the right to waive minor informalities or technicalities when it is in the best interest of Hidalgo County.

**SUBCONTRACTING:**

The successful submitter **may not** subcontract the award without the written consent of the Commissioners' Court of Hidalgo County.

**DURATION OF CONTRACT:** The initial term of the contract shall be for **Two (2)Years**, with the County's option for additional **One (1)Year** extension based on prior year's performance evaluation and contingent upon cost remaining unchanged. Hidalgo County reserves the right to continue this proposal for an additional sixty (60) day "Grace Period" at the end of the contract term for unforeseen delay of award for next term and contingent upon cost remaining unchanged. Additional requirements to be included in the contract, stated under **Scope of Services** in **Exhibit "A"**.

**DAVIS BACON ACT:**

All selected and awarded firms are required to include the Davis-Bacon Act when advertising and developing specifications (if applicable).

## SECTION II - RFP REQUIREMENTS

### REQUEST FOR PROPOSALS:

The required contents and limitations for the preparation of the RFP are described in this section. Failure to provide the requested information or adhere to any County limitations will result in disqualification of the submitted RFP. A total of **one (1) original and seven (7) copies** of the RFP shall be submitted to the address on the cover letter.

### UNDERSTANDING OF THE PROJECT:

This section should demonstrate the proposers understanding of the project needs, the services required, and any local issues or concerns. Briefly explain how long you have been organized and your business objectives. Explain how long you have been in business. This description should be concise, candid, and limited to 3 pages in length.

### PROPOSER'S QUALIFICATIONS:

Hidalgo County is soliciting to contract with a proposer who is qualified, licensed and certified. The proposer will directly perform the required services are required to have any and all applicable licenses, permits, credentials, qualifications to perform necessary services. Must submit any and all applicable licenses, permits, credentials, qualifications with RFP. Photostat copies are acceptable

### PERSONNEL AND STAFFING:

The proposers should provide an organizational chart for the project and a summary paragraph of the project work to be performed by each proposed staff member. Biographic summaries that highlight the experience relevant to the specific project responsibilities should be provided for all proposed personnel. There is a one (1) page limitation for each biographic summary provided. Information regarding the proposer's credentials, education and experience with other entities is required and will be scored accordingly during the evaluation process.

### REQUIRED CERTIFICATES AND SUBMITTAL:

This section will contain any/all licenses, registrations, permits, and certifications as required by the STATE OF TEXAS and HIDALGO COUNTY that you possess that deem you as qualified.

If proposer/vendor cannot meet any of the following services/responsibilities, such exceptions must be noted on the company's cover letter.

## SCOPE OF SERVICES AND REQUIREMENTS

The County of Hidalgo is seeking to engage services from firm(s) or vendor to provide "Restoration and Preservation of Hidalgo County Clerk's Historical Record Books".

Services include, but are not limited to the removal and treating of existing documents in each book, removal of debris and tape, de-acidification and restoration of original document, encapsulation of each document, fabrication of binding and design to County specifications and assembly of new books.

1. The Hidalgo County Clerk is very concerned about his historical record books; therefore the bidder's facility cannot be located in a flood zone region. Additionally, the Bidder is required to store the records in a secure, fireproof, environmentally controlled area.
2. Although the Hidalgo County Clerk has over 7000 books, we have identified 450 books that require immediate preservation. The final number of books to be preserved will be based on the cost per book as well as budget constraints.
3. All bidders are required to explain in detail where Hidalgo County Clerk's historical record books will be stored while the restoration/preservation work is being done at the bidder's facility.
4. The Hidalgo County Clerk and/or his representatives can make unannounced visits to the Bidders facilities to examine and view the restoration/preservation work being done on the Hidalgo County Clerk's historical record books between the working hours of 8:00 AM and 5:00 PM, Monday through Friday.
5. Hidalgo County requires that the bidder be located in the United States and will not accept records preservation to be conducted offshore. If possible, the county prefers for the provider to be located in the State of Texas to facilitate quality assurance visits.
6. The Hidalgo County Clerk prefers that none of the restoration/preservation and bindery work be subcontracted to another company. If any work is to be subcontracted by the Bidder, then the Bidder must identify and explain the relationship of the contractor.
7. The Bidder must make a complete inventory and description of every page in every book for the Hidalgo County Clerk, and if there is a missing page the Bidder is to immediately let the Hidalgo County Clerk know verbally and in writing.
8. If the Hidalgo County Clerk needs a copy of a page when the record book/page is in the Bidders facilities, Bidder will fax or e-mail the page to the Hidalgo County Clerk within one (1) hour from the time of request during the 8:00 AM to 5:00 PM work day.
9. Pick and up and delivery of the Hidalgo County Clerk's record books is very important. Bidders are required to describe their method of pickup and delivery of the record books.
10. All bidders must explain in detail the type of binders and materials used. A sample binder must be included with each bidder response.
11. Bidders must provide a minimum of 10 references of restoration and preservation work provided to government organizations. (Any testimonials are welcome).

12. Bidders must provide a timeline/workflow chart of the process from start to finish of each batch of books that are processed for restoration and preservation.
13. After extensive quality control inspection, finished books are to be returned to the Hidalgo County Clerk.
14. In order for the bidder to make an accurate assessment of the condition of each book, we recommend that the bidder visit the Hidalgo County Clerk's Office to examine the books to be restored. Bidder may coordinate a walk-through with the Records Management Department prior to submitting a bid. Contact person(s) are: Armando Perez, Records Manager @ (956) 318-2100 Ext. 6107 or email: [armando.perez@co.hidalgo.tx.us](mailto:armando.perez@co.hidalgo.tx.us) and Noe Lopez, Jr., Office Manager @ (956) 292-7690 or email: [noe.lopez@hidalgocountyclerk.us](mailto:noe.lopez@hidalgocountyclerk.us)
15. The Hidalgo County Clerk will determine when he is satisfied that all the books to be restored and preserved have been completed.
16. All Bidders must provide a written guarantee on all services and materials that are provided and/or performed in the scope of the work concerning this bid.

### COST

1. Bidder will provide a fee schedule based on per book and level of restoration to be done. Restoration cost should be identified and categorized into different levels.
2. Bidder will be responsible for any additional cost incurred or not anticipated in the initial bid submitted.
3. Regardless of the duration of the project, the bidder will not increase cost for services, due to product or material cost changes.
4. The Bidder will be responsible for all freight and shipping charges to include the actual pickup and return of all Hidalgo County Clerk property.

### COURSE OF TREATMENT

1. All volumes to be dismantled as necessary ensuring the integrity of the documents.
2. All pressure sensitive and harmful tapes and adhesives are to be removed where possible using the most appropriate techniques and/or solvents, without further degradation to the document or text.
3. All loose soil and surface dirt to be removed by appropriate dry cleaning methods which may employ the use of brushes, gum rubber compounds, or vinyl granules.
4. All volumes, except the Photostats, are to be de-acidified with Bookkeepers commercial solution.

5. All minor tears and rips shall be mended by archival mending procedures. Discredited procedures such as nylon reinforcement with polyamide or polyester heat set adhesive are not acceptable, and may not be used. In addition, all tears ½” or longer must be addressed, and must be mended.
6. The de-acidification process must meet or exceed the Library of Congress specifications.
7. After de-acidification, mending, and other appropriate conservation treatments, the unbound sheets of all the Volumes are to be encapsulated individually with archival quality polyester film of 3 mil thickness or higher. Capsules/envelopes are to be radio (heat) edge welded on three sides, and punched on one side to allow for placement into appropriate high quality permanent record loose-leaf binders. Cover style and lettering to be chosen by the Hidalgo County Clerk. Original volumes exceeding 350 pages may be split into two or more binders.
8. All Index tabs are to be repaired, reinforced, or replaced as necessary.

**PROPOSERS ARE TO PROVIDE A FEE SCHEDULE WITH THIS SUBMITTAL:**

Proposer(s) is to provide a proposed fee on proposal page based on the scope of services/work requested.

**RFPs must be submitted by no later than 9:30 a.m. on Wednesday, April 21, 2010.**

**RFP SUBMITTED TO:** An original and seven (7) copies of RFPs should be submitted to:

**US Postal Mail Address:**

Martha L. Salazar, CPPB, Purchasing Agent  
 Hidalgo County Purchasing Department  
 Administration Building  
 2812 S. Business Hwy 281  
 Edinburg, Texas 78539

**Physical Address:**

Martha L. Salazar, CPPB, Purchasing Agent  
 Hidalgo County Purchasing Department  
 Administration Building  
 2802 S. Business Hwy. 281  
 Edinburg, Texas 78539

All/Any costs and expenses associated with the preparation and submission of (bids, proposals and/or quotes) shall be the responsibility of the proposer and not reimbursements for such charges or expenses shall be passed onto Hidalgo County.

Hidalgo County has the authority to utilize State Contracts from its membership with their existing or new cooperatives when ever it is in the County’s best interest to do so.

**SECTION III – SELECTION/EVALUATION/RANKING**

**A. SELECTION/EVALUATION/RANKING PROCESS:**

The RFP shall be submitted according to the schedule below. The County of Hidalgo is not required to select the proposal with the lowest fees, but shall take into consideration other factors, including past experience, evidence of good organization background, references, ability to provide requested services, and any other factors found necessary for quality services. Hidalgo County Clerk’s Office will evaluate the proposal utilizing the evaluation criteria outlined in Exhibit “B” attached herein.

Proposals will be graded on a 100-point system with emphasis on ability to service Hidalgo County Clerk’s Office including, but not be limited to, the items listed below:

- 1. **Responsiveness:** **Total Points Possible: 30 points**
  - a. Thoroughness of Requested Information (10 Points)
  - b. Understanding of Project (10 Points)
  - c. List of References provided (10 Points)
  
- 2. **Firm Capabilities:** **Total Points Possible: 40 points**
  - a. Quality and Accuracy of work performed (10 points)
  - b. Experience with similar projects (10 points)
  - c. Capability to meet schedules and deadlines (10 points)
  - d. Current workload and ability to commence various requested projects simultaneously (10 points)
  
- 3. **Cost Fees:** In considering the proposals, the Hidalgo County reserves the right to select the acceptable applicant who offers contractual terms and conditions that are most advantageous to the user department.  
**(30 points)**  
**Total 100 Points**

**B. RANKING OF PROPOSALS:**

Hidalgo County Clerk’s Office will evaluate and score the RFP responses. After the RFPs have been evaluated and scored, Hidalgo County Clerk’s Office will make a recommendation to Hidalgo County Commissioners Court for approval of rank and/or award of proposal.

**C. NEGOTIATION PROCESS:**

Compliance with all requirements, the most cost productive, efficient and effective plan will be considered. Emphasis will be placed on capability to perform within the program as well as meeting the needs of Hidalgo County Clerk’s Office. Accuracy and completeness are essential. If negotiations proved unsuccessful, the next highest ranked proposer will be contacted. Hidalgo County reserves the right to reject any and all RFPs.